

# Upcoming courses

Your first choice for professional training and development



**ROUNDHOUSE THINKING**

## **August 2018**

Handling Difficult People & Situations – 6<sup>th</sup>

Time Management – 7<sup>th</sup>

Intermediate Excel – 17<sup>th</sup>

## **September 2018**

Inspirational Leadership – 5<sup>th</sup>

Project Management – 6<sup>th</sup>

Building Resilience – 11<sup>th</sup>

Effective Communication – 13<sup>th</sup>

Coaching & Mentoring – 17<sup>th</sup>/18<sup>th</sup>

Handling Difficult People & Situations – 25<sup>th</sup>

## **October 2018**

Human Resources toolkit for Managers – 3<sup>rd</sup>

Performance Management – 4<sup>th</sup>

ILM Level 3 Award in Leadership & Management – 9<sup>th</sup>/23<sup>rd</sup>

Finance Essentials for Managers – 9<sup>th</sup>

Basic Excel – 12<sup>th</sup>

Time Management – 18<sup>th</sup>

Advanced Excel – 19<sup>th</sup>

Report Writing – 24<sup>th</sup>

## **November 2018**

Improving Your Personal Impact – 5<sup>th</sup>

Translating Strategy into Action – 6<sup>th</sup>

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Influencing & Persuading – 7<sup>th</sup>

HR Investigations & Interview Skills – 13<sup>th</sup>/14<sup>th</sup>

Motivation and Delegation – 27<sup>th</sup>

## **December 2018**

Minute Taking – 4<sup>th</sup>

Presentation Skills – 11<sup>th</sup>

## **January 2019**

Emotional Intelligence – 9<sup>th</sup>

Intermediate Excel – 18<sup>th</sup>

## **February 2019**

Coaching & Mentoring Your Apprentice in the Workplace – 6<sup>th</sup>/7<sup>th</sup>

Handling Complaints Effectively – 21<sup>st</sup>

## **March 2019**

Coaching and Mentoring – 6<sup>th</sup>/7<sup>th</sup>

Effective Communication – 11<sup>th</sup>

Influencing & Persuading – 13<sup>th</sup>

Motivation & Delegation – 20<sup>th</sup>

## **April 2019**

ILM Level 5 Award in Leadership and Management – 10<sup>th</sup>/24<sup>th</sup>

Further Microsoft Word Skills – 24<sup>th</sup>

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## **May 2019**

Human Resources Toolkit for Managers – 8<sup>th</sup>

Advanced Excel – 17<sup>th</sup>

How to be Happier & More Productive in Work & Life – 22<sup>nd</sup>

## **June 2019**

Managing Successful Meetings – 11<sup>th</sup>

Social Media Marketing for Business – 19<sup>th</sup>

## **July 2019**

Project Management – 3<sup>rd</sup>

Effective Communication – 10<sup>th</sup>

Handling Difficult People & Situations – 24<sup>th</sup>

To discuss how we can support your business  
Call **01332 836638** or email: **enquiries@roundhousethinking.co.uk**  
**www.roundhousethinking.co.uk**